



Job Description and Person Specification



Job Description

Job Title	Specialist Pharmacist for Cancer Services
Band	8a
Hours	18.75
Department	Pharmacy
Division	Central Clinical Services
Location / Hospital Site	Cross Site
Responsible to	Lead Pharmacist for Cancer Services
Accountable to	Director of Pharmacy
DBS Level	Enhanced
DBS Barring	Adults
DBS Workforce	Adults

Role Summary

- Will provide an expert level of clinical pharmacy services to the Sussex Cancer Centre, Haematology Day Unit, the Princess Royal Hospital Oncology Unit, inpatient oncology and haematology wards and Palliative Care services.
- Is a lead clinical pharmacy practitioner for adult cancer services responsible for the delivery, development, evaluation and co-ordination of clinical pharmacy services in line with the objectives of the division and the UHS pharmacy strategy
- Is responsible to the Sussex Cancer Centre, Haematology Day Unit, Princess Royal Hospital Oncology Unit and inpatient oncology and haematology wards for all aspects of medicines management to optimise patient's care involving the use of medication.
- Is the lead clinical pharmacy practitioner for all clinical pharmacy aspects of clinical governance within the adult cancer services including clinical risk, clinical audit and education and teaching
- To work as a non-medical prescriber to deliver a broad service to the cancer directorate. This will include the undertaking of patient facing oncology clinics, providing prescribing support to the oncology service and supporting the out-patient/in -patient cancer units.

Key Working Relationships

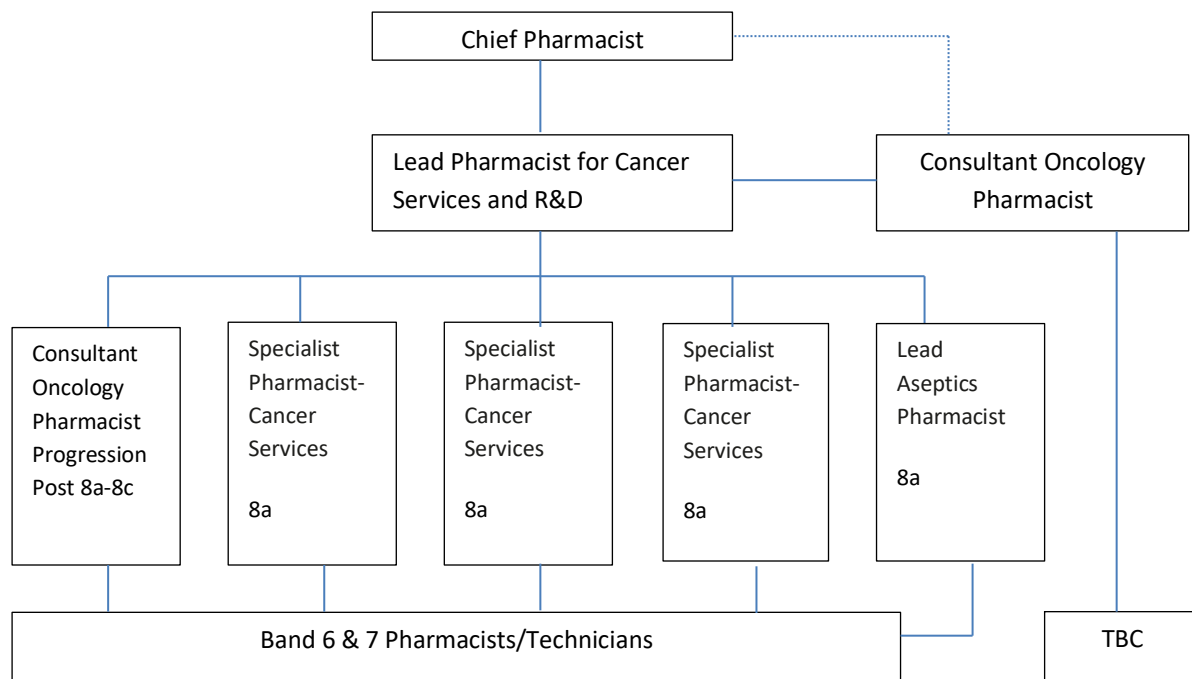
Internal:

Pharmacy Staff
Directorate Manager –Cancer Services
Consultants and nursing staff with cancer services
Clinical Lead –Cancer Services
Research and education leads within the trust
Clinical Trials pharmacy team
Research and Development managers

External:

Pharmacy teams across the region
Regional Cancer Alliance team
National specialist colleagues
Patients and patient representatives in Specialist Area
Academic colleagues
Commissioners
MHRA and external clinical trial organisations

Structure Chart



The current structure is under review.

Main Duties and Responsibilities

Communication

- To develop a good working relationship and communications with clinical and managerial staff in oncology, and provide a link regarding all aspects of pharmacy service across local health economy
- Communicates highly complex drug and therapeutic information to senior clinical staff of the oncology multidisciplinary team, to clinical staff from other medical specialities as required, and to other pharmacy staff, to optimise patient care and ensure the maintenance, development and implementation of prescribing guidelines for the Trust and the local health economy in line with evidence based medicine.
- Provide, receive and analyse highly complex, sensitive and contentious information and make judgements based on the information.
- Use political judgement in understanding and working with complex policy, and diverse interest groups.
- Present information to a wide range of stakeholders in a formal setting.
- Be able to deal with resulting potentially contentious issues.
- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintain networks internally and externally, including national networks.
- Consult with managers and members of other functions, to address inter-dependencies and ensure alignment.
- To work as an ambassador for the Trust with Trust partners and with the public in promoting and building its reputation.

Service Delivery and Improvement

- To maintain a clinical expertise and develop particular areas of interest as appropriate and relevant to the substantive role and in accordance with the Organisation and Pharmacy strategy.
- To be recognised as an expert within the speciality of clinical pharmacy, locally and nationally and/or internationally.
- To demonstrate expert clinical knowledge, accepting case referrals for medicines optimisation within oncology, managing and making referrals to other members in the multidisciplinary team.
- To provide a clinical pharmacy service according to Organisation agreed standards and lead pharmacy service for oncology, acting as clinical role model and inspiring others to excel in practice.
- Independently manage oncology patients seen in the clinic setting for consenting, initiating, prescribing and monitoring systemic anti-cancer treatments. This will require very advanced skills and may include complex caseloads.
- Maintaining appropriate records for independent prescribing. Taking full responsibility for the prescribing (writing and signing) of prescriptions as necessary.
- As an independent prescriber, provide dose adjustment, advice and prescriptions for SACT medication with a narrow therapeutic range requiring therapeutic effect monitoring, including recording relevant biochemistry results in relevant patient medical records. Recording action plans, and adjusting doses to account for renal or liver dysfunction or other toxicities.
- Provides pharmaceutical care to oncology wards as necessary.

- Provides detailed medication counselling and adherence support to patients considering starting, taking or changing therapy according to individual patient needs
- To ensure medicines are used appropriately, safely and cost-effectively in accordance with Organisation policy, standard operating procedures and medicines legislation.
- To use available information to influence prescribers and ensure patient-centred and cost effective choice of therapy.
- Progress to be sought as an opinion leader regarding pharmaceutical care in oncology patients.
- To demonstrate advanced level of clinical reasoning and judgement.
- To ensure confidentiality is maintained at all times.
- To be professionally accountable for actions and advice related to patient care.
- To meet the standards of working professional practice in the GPhC Code of Ethics
- To demonstrate a whole-system patient-focussed approach
- To have a good working knowledge of GCP, GMP and all procedures, legislation or national guidelines relating to aseptic preparation and dispensing of medication for clinical trials of Investigational Medicinal Products.
- To initiate and contribute to the production and implementation of business plans, and to contribute to business case development within the Pharmacy and Medicines Management Directorate and oncology, liaising with the pharmacy senior staff ensure any impact on the clinical and operational aspects of pharmacy services are fully identified and resourced, as well as colleagues across the health economy and relevant national organisations.
- To identify new prescribing practices and ensure and monitor the safe, efficient and economic use of medicines within oncology, in accordance with national and local guidelines, working with appropriate colleagues.
- To lead on the development of plans, processes and departmental policies to ensure that the Trust conforms to the requirements of relevant legislation.
- Responsible for interpreting, proposing and drafting changes to policies, guidelines and service level agreements (SLAs) which impact the service.
- Proposes changes to own function making recommendations for other service delivery.
- Maintain a good knowledge of emerging policies from government departments and external bodies which may impact the service.
- Contribute to strategic and contingency planning for the service, which may have an impact on other areas.
- To keep abreast of and be at the forefront of developments in oncology pharmacy practice and relevant general practice.
- To interpret national guidance, research and audit and where it does not exist to formulate an expert opinion and/or contribute to the evidence.
- To have highly specialist expertise in the area of cytotoxic reconstitution and aseptic preparative services.
- When necessary take professional lead in the checking and release of prepared products from the pharmacy aseptic unit.

- To participate in the weekend and bank holiday pharmacy rota.

People Management and Development

- Responsible for the training and competency assessment of more junior pharmacy staff who hold clinic sessions.
- Provide clinical supervision for trainee pharmacists
- To provide teaching for the pharmacy and oncology staff as agreed within organisation.
- Strategically plans, develops and monitors oncology pharmacy services within the trust and taking overall responsibility for ensuring the safe, effective and economic management of medicines and compliance with current legislation, professional standards, organisational objectives and relevant contracts.
- Provide on going professional contributions to the design and implementation of Trust wide procedures to ensure that they are robust, auditable and concur with accepted best practice.
- Manages Pharmacists, develops expertise, setting and reviewing objectives and carrying out IPR according to Trust policy.
- Takes overall responsibility for the identification and management of risk issues (particularly those related to medication) within the oncology including ensuring that systems are in place and incidents are investigated and appropriate corrective action is taken.
- To demonstrate professional accountability to service users, stakeholders, and the profession.
- To participate in staff recruitment to maintain service provision.
- To develop extended roles for pharmacy staff to improve the effectiveness of the service.
- To ensure the development, implementation and monitoring of protocols for medicines usage in response to clinical and business needs of the Organisation and oncology, and that these are integrated across the Organisation and within local health economy as appropriate
- To give professional support to the site operational managers.
- To encourage pharmacists in oncology, to be aware of developments and develop expertise in their area of specialist practice and share good practice and act as a resource
- Responsible for pharmacist-led clinics within the oncology specialty and continues to develop them to meet patients' needs and service changes.
- Contributes to the development of the Trust Clinical Pharmacy Strategy and Operational Plan in conjunction with other Clinical Pharmacy Service Managers and other key stakeholders.
- Responsible for proposing and implementing changes in practice, policy or procedure relating to medicines management in oncology within the Trust, local health economy and Sussex Network.

- To work with the Chief of Pharmacy, Lead divisional pharmacists and speciality areas to set and meet clinical pharmacy standards for services to cancer and R&D.
- Work closely with the lead R&D pharmacist to monitor and report on the pharmacy resources required for clinical trials throughout the Trust.
- To plan, co-ordinate pharmacy's contribution to the Trust's Research and Development Agenda and Pharmacy involvement in the clinical trials involving medication.

Leadership

- To contribute to the expansion of the boundaries of the pharmacy profession within oncology pharmacy.
- To shape the direction of local or national groups pertaining to oncology pharmacy
- To actively support and encourage others to work with relevant national agendas to improve patient satisfaction through safe, evidenced based use of medicines as part of everyday practice.
- To use innovation to improve patient outcomes; safety and experience and improve cost effectiveness.
- To identify a vision for delivery of pharmaceutical services to oncology, and to be accountable for the delivery of this vision within the boundaries of national and local priorities.
- To identify and promote best pharmacy practice
- To motivate and inspire others.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.
- Undertake relevant training for electronic information systems in place & under development and be familiar and proficient with the use of the information technology systems within pharmacy and oncology services.
- To develop research links, establishing research partnerships within pharmacy and multiprofessional groups, Higher Education Institutes and where appropriate, with Academic Health Science Centres and Networks.
- To provide dedicated teaching sessions to Higher Education Institutes.
- To identify gaps in the evidence base, undertake research, and support others undertaking research. To submit and publish findings in appropriate peer reviewed journals.

- To contribute to local, national and international specialist interest groups and conferences/meeting and relevant networks.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality

- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.



Workplace and Environmental Factors

Physical	<p>Physically fit to undertake the duties of the role.</p> <p>Able to travel between sites.</p> <p>Combination of sitting, standing, walking/ occasional moderate physical effort</p> <p>Highly developed physical skills for manipulation of fine tools/materials for the preparation of injections & infusions</p> <p>Advanced accuracy/ precision for hand and eye coordination</p>
Emotional	<p>Able to deal with distressing situations on a regular basis</p> <p>Be adaptable and able to remain calm when dealing with staff in stressful or conflict situations</p> <p>Self motivated and able to work using own initiative.</p> <p>High level of emotional intelligence.</p> <p>Occasional exposure to distressing or emotional situations</p>
Mental	<p>Able to concentrate in order to produce detailed highly complex work for long periods of time</p> <p>Able to concentrate for long periods i.e. checking documents and analysing statistics, managing conflicting priorities</p> <p>Able to multi-task and maintain performance under pressure</p> <p>Able to think creatively and develop innovative ideas for service improvement.</p> <p>Able to critically analyse and synthesise information.</p> <p>Able to undertake report writing, complex statistical analysis and audit.</p> <p>Frequent concentration and unpredictable work pattern</p>
Working Conditions	<p>Able to work in stressful situations under pressure</p> <p>Willing to work at different trust sites</p> <p>Occasional unpleasant working conditions</p>

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	Member of the General Pharmaceutical Council	AF		AF
Experience/ Qualifications	<p>BPharm / BSc (pharmacy) / MPharm / equivalent pharmacy degree</p> <p>Postgraduate certificate in clinical pharmacy</p> <p>Diploma in clinical pharmacy or equivalent experience</p> <p>Recent (within last 2 years) specialist knowledge in cancer services acquired through working as a cancer services pharmacist</p> <p>An understanding of clinical governance and the role of the pharmacist in the clinical governance agenda</p> <p>Evidence of previous experience in provision of pharmacy expertise to the clinical governance agenda</p> <p>Experience of objective setting for other members of staff</p> <p>Experience in the management of others</p> <p>Able to assess and provide objective feedback to staff on clinical and non clinical activities</p>	AF,I	<p>Registered Non-Medical Prescriber</p> <p>MSc in Clinical Pharmacy or equivalent</p> <p>Management / leadership qualification</p> <p>Good Clinical Trial Practice (GCP) training</p> <p>Recent experience of managing and leading large scale and complex change projects (D)</p> <p>Extensive portfolio and evidence of CPD with identifiable outcomes</p> <p>Knowledge of NHS strategy, policies</p>	AF,I

	<p>Able to manage difficult or ambiguous situations</p> <p>Able to make clinical decisions when limited information is available</p> <p>Able to take responsibility for monitoring and developing policies regarding medication within the division in line with Trust policies</p> <p>Experience of managing and analysis of drug expenditure</p> <p>Experience in providing a clinical pharmacy service at advance practitioner level.</p> <p>Experience in providing a clinical pharmacy service to oncology and haematology patients</p> <p>Able to take professional lead within the hospital dispensary for the clinical advice and the supply of medication for in-patients, out-patients and patients participating in clinical trials</p> <p>Knowledge and experience of multi-disciplinary and pharmacy led audit</p> <p>Experience in the clinical aspects of aseptic services</p>			
Skills	<p>Expert level of clinical reasoning and judgement</p> <p>Expert level of clinical knowledge and skills</p>	AF, I	<p>Able to evaluate financial information on drug expenditure and report on actual and predicted budget.</p>	AF, I

	<p>Experience in the delivery of education and training to postgraduate level</p> <p>Ability to identify own training and development needs</p> <p>Ability to identify and address training needs of other members of staff</p> <p>Able to critically appraise clinical papers to produce evidence based evaluation of treatments and present data for formulation of guidelines</p> <p>Ability to present evidence based evaluation of treatments to committees</p> <p>Experience in the production of evidence based prescribing guidelines</p> <p>Able to undertake prescription review of complex medication regimes individualised for patients with medical conditions</p> <p>Able to undertake a full drug history using a variety of sources</p> <p>Able to give appropriate advice to members of the multi-disciplinary team regarding medication</p> <p>Able to formulate and prepare extemporaneous medication and parenteral preparations</p> <p>Evidence of having undertaken own development to improve</p>		<p>Able to collate and evaluate information on new drug developments and potential changes in treatments (including clinical trial results) to inform drug budget predictions and assist in the development of Local Health Delivery Plans for oncology. Able to analyse situations and/or processes to identify areas of clinical risk and (where necessary) ensure appropriate action is taken. Able to analyse clinical incidents/ complaints and (where necessary) contribute to departmental 'morbidity and mortality' meetings to ensure lessons learned are disseminated and appropriate action taken. Able to critically appraise clinical trial protocols and to be part of the decision-making process regarding their acceptance or rejection by the Oncology Research Team. Able to apply evidence-based medicine and clinical judgment (including in situations where the available information is limited) to contribute to the treatment decision-making process for individual patients.</p> <p>Proven ability to manage time, staff and resources to deliver service objectives and plan service developments within agreed timescales and allocated resources.</p>	
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	understanding of equalities issues			
People Management and Development	Proven staff management skills Previous staff management experience Experience of preparing and delivering appropriately targeted education and training to staff and students with a range of experiences and abilities (including postgraduate level). Experience of leading multi-disciplinary and/or pharmacy audit projects. Experience of presenting/ publishing research or audit work at a conference and/or in a medical or pharmaceutical journal. Knowledge and experience of undertaking critical appraisal of clinical papers to produce evidence based evaluation of treatments and make recommendations.	AF,I	Experience of managing and motivating a team and reviewing performance of the individuals. Experience of managing a team of professionals, including recruitment, appraisal and development.	AF,I
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
Specific Requirements	Experience with the use of chemotherapy prescribing systems Effective organizer, influencer and networker Demonstrate flexibility to changing demands. Ability to cope with competing workload and tight deadlines/ urgent demands	AF,I		

	Commitment to high standards Self-motivated Professional, calm and efficient manner Good self-presentation			
Freedom to Act	Ability to work autonomously, liaise and coordinate the Management Team on a day to day basis and to take appropriate action as necessary Identify and adhere to best practice Responsible for own professional actions and have sufficient autonomy for the delivery of the role Able to interpret national and local guidance and to develop local policies to reflect these standards	AF,I		

